

PURCHASING**BUDGET UNIT: CENTRAL STORES (IAV PUR)****I. GENERAL PROGRAM STATEMENT**

Central Stores stocks, supplies, and delivers stationary, forms, janitorial, and other high volume miscellaneous items for county departments and other local government agencies. Central Stores also maintains the surplus property pool. This program is an internal service fund, and as such, all operational costs are distributed to user departments through overhead rates.

II. BUDGET & WORKLOAD HISTORY

	Actual 1999-00	Budget 2000-01	Actual 2000-01	Budget 2001-02
Total Operating Expense	-	7,879,615	9,483,812	8,264,328
Total Revenue	-	8,715,685	9,381,973	9,073,213
Total Revenue Over/(Under) Exp	-	836,070	(101,839)	808,885
Fixed Assets	-	65,000	55,875	30,000
Budgeted Staffing		14.0		15.0
<u>Workload Indicators</u>				
Work Orders	-	32,600	44,562	41,000
Whse/Store Sales(\$)	-	8,700,000	9,381,973	8,900,000

Significant variances between actual and budget for 2000-01 existed in services and supplies. Increase in demand by county departments resulted in this additional expenditure.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)**STAFFING CHANGES**

Changes in budgeted staffing increased a net change of 1.0 position. This includes deletion of 9.0 Public Service Employees and 1.0 Storekeeper transferred to the Information Services Department. The addition of 1.0 Store Supervisor II, 1.0 Store Supervisor I, 4.0 Storekeepers, 2.0 Fiscal Clerk II, 1.0 Fiscal Clerk III, and 2.0 Store Specialists offset deletions. Changes reflect conversion of Public Service Employees to regular positions.

GROUP: Internal Services			FUNCTION: General		
DEPARTMENT: Central Stores			ACTIVITY: Central Stores		
FUND: Internal Services IAV PUR					
	2000-01 Actuals	2000-01 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	445,029	461,538	478,873	55,146	534,019
Services and Supplies	8,898,969	7,319,697	7,586,021	(7,851)	7,578,170
Central Computer	53,426	12,000	65,433	326	65,759
Transfers	86,388	86,380	86,380	-	86,380
Total Operating Expense	9,483,812	7,879,615	8,216,707	47,621	8,264,328
<u>Revenue</u>					
Current Services	9,381,973	8,715,685	9,060,592	12,621	9,073,213
Total Revenue	9,381,973	8,715,685	9,060,592	12,621	9,073,213
REV OVER/(UNDER) EXP	(101,839)	836,070	843,885	(35,000)	808,885
<u>FIXED ASSET EXP</u>					
Equipment				30,000	30,000
Vehicles	55,875	65,000	65,000	(65,000)	-
Budgeted Staffing		14.0	14.0	1.0	15.0

PURCHASING

Total Changes Included in Board Approved Base Budget

Base Year Adjustments

<u>MOU/Inflation</u>		
Salaries and Benefits	17,335	MOU, 7% Tier, Workers Comp, Retirement
Services and Supplies	266,324	Inflation, Risk Mgmt Liabilities
<u>2410 Central Computer</u>	53,433	
Revenue	344,907	Current Services
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Total Expense Change	337,092	
Total Revenue Change	344,907	
Total Rev Over/(Under) Exp	7,815	
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Total 2000-01 Expense	7,879,615	
Total 2000-01 Revenue	8,715,685	
Total 2000-01 Rev Over/(Under) Exp	836,070	
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Total Base Budget Expense	8,216,707	
Total Base Budget Revenue	9,060,592	
Total Base Rev Over/(Under) Exp	843,885	
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Board Approved Changes to Base Budget

Salaries and Benefits	55,146	Increase due primarily to conversion of 9.0 PSE's to regular positions.
Services and Supplies	(7,851)	Net reductions of various expenditure objects.
Central Computer	326	
Total Operating Expense	<u>47,621</u>	
Current Services	12,621	Anticipated increase in revenue due to increase in supplies request.
Total Revenue	<u>12,621</u>	
Total Rev (Over)/Under Exp	<u>(35,000)</u>	
Fixed Asset Exp		
Equipment	<u>(35,000)</u>	